



Managing Your iSupplier Profile

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If you have any questions before accessing your iSupplier account for the first time, please contact the Supply Chain Help Desk. They will ask you for information including: company name, company tax identification number, contact information, etc. in order to assist you.

Supply Chain Help Desk Contact Information:

Telephone Number: (505) 284-4743

Summary of Your iSupplier Profile

Once you have an iSupplier account and registered user for your company, you can create and maintain a profile describing your company. Your profile will consist of Business Classifications, Supplier Details, an Address Book, a Contact Directory and Products and Services.

The rest of this job aid will describe how to manage the information in your company's profile.

NOTE: Registration with Sandia National Laboratories and use of the iSupplier portal does not guarantee placement on solicitations or contract award.

Accessing your Account for the First Time

Once you have requested a registered user account, your information will be reviewed by an administrator. After it is approved, you will receive an email with a link to the iSupplier portal, your Username and a one-time password.

You have been registered at Sandia National Laboratories for access to their supplier collaboration network. You can [log on](#) with the username [SARAH@ACME.COM](#) and the password Ab1+29645.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

“Click” on the link titled **log on** in the email. You will be directed to a new page where you will be asked to enter your Username and Password. You will then be redirected to a page where you will be asked to

change your password. Enter the Password from the email and then enter a new password (confirm your new password by re-entering it into the next field below). "Click" **Apply**.

NOTE: This password must be 8 characters long. It must also contain at least 1 letter and 1 number.

Change Password

Change Password

*Indicates Required Field

*Current Password: [password field]

*New Password: [password field]

*Re-enter New Password: [password field]

TIP Password must be at least 8 characters long.

Cancel Apply

Navigating to Your Profile

Upon logging-in, your browser will be directed to the iSupplier home page (illustrated below). "Click" on the tab labeled **Admin** to navigate your profile.

Sandia National Laboratories Supplier Collaboration

Home Orders Shipments Negotiations SNL Pages **Admin** Finance

Search PO Number [input] Go

Notifications Full List

Subject	Date
No results found.	

Responses To Negotiations Full List

Response	Status	Negotiation Title	Time Left
24152	Active	'ARRA Funding' Computer Cluster-CINT	0 seconds
37682	Active	Systems Engineering Education	0 seconds
41707	Active	Registration fees	0 seconds

Orders At A Glance Full List

PO Number	Description	Order Date
1091691		11-May-2011 09:49:44
1091690		11-May-2011 09:49:41
1091676		09-May-2011 16:35:38
1091674		09-May-2011 16:35:34
1091670		09-May-2011 16:35:25

Planning

Negotiation

- [Invitations](#)
- [Responses](#)

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)
- [SNL Certified Payroll](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)
- [SNL Remittance Advice](#)

Payments

- [Payments](#)

Company Information (a.k.a. Company Profile)

Upon selecting the **Admin** tab, your browser will be automatically directed to the first page of your profile: the **Company Profile** page. On the **Company Profile** page you can attach a file, URL or text that Sandia would find to be useful when looking for a supply base for a particular product or service type. Sandia would specifically like to see your W-8, your W-9, links to your company’s home page and insurance information included. This page also displays your name as it is recorded in the iSupplier database, your Tax ID number, etc. To update this information, “click” on **Organization** under **Company Profile**. For a step by step guide to updating this information, please see the **Organization** section of this Job Aid.

To add a file/URL/text:

1. Under your company’s **General** information “Select” **Add Attachments**

The screenshot shows the 'Supplier Collaboration' interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Negotiations', 'SNL Pages', 'Admin', and 'Finance'. The 'Admin' tab is selected. On the left, the 'Profile Management' sidebar lists various options, with 'Company Profile' expanded to show 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Payment & Invoicing', and 'Surveys'. The main content area is titled 'General' and contains fields for 'Organization Name', 'Supplier Number', 'Parent Supplier Name', 'Parent Supplier Number', 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID', and 'Country of Tax Registration'. Below this is an 'Attachments' section with a search box and a 'Go' button. A red arrow points to the 'Add Attachment...' button, which is highlighted in a light blue box. Below the button is a table with columns: 'MarkView', 'Title', 'Type', 'Description', 'Category', 'Last Updated By', 'Last Updated', 'Usage', 'Update', 'Delete', and 'Publish to Catalog'. The table is currently empty.

2. Enter Title, Description, Select a Category, Select Attachment Type and Select Apply

3. Your newly uploaded attachment will be shown. Edit options include **Update**, **Delete** and **Publish to Catalog**. To delete an attachment, “click” the trashcan icon for that entry. To update an attachment “click” the pencil icon for that entry. **PLEASE NOTE: DO NOT use the Publish to Catalog feature.**

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	Acme Home Page (www.acmehome.co...)	Web Page	Web Page	From Supplier	SARAH@ACME.COM	03-Jun-2011	One-Time			

Organization

From the Organization tab you have the ability to provide essential information about the structure of your company. This information is essential to Sandia.

Managing Your iSupplier Profile

1. On the **Organization** page enter all required fields as well as any additional fields as desired and appropriate.

The screenshot shows the 'Organization' page with the following fields and values:

- Organization Section:**
 - D-U-N-S Number: 11111111
 - Legal Structure: Business (sole-proprietorship)
 - Chief Executive Name: Sarah Saleslady
 - Chief Executive Title: CEO
 - Principal Name: (empty)
 - Year Established: 1999
 - Principal Title: (empty)
 - Incorporation Year: (empty)
 - Control Year: (empty)
 - Mission Statement: (empty text area)
- Total Employees Section:**
 - Organization Total: 150
 - Corporate Total: 500
 - Organization Total Type: Estimated
 - Corporate Total Type: Estimated
- Tax and Financial Information Section:**
 - Taxpayer ID: 22222222
 - Analysis Year: (empty)
 - Tax Registration Num: 33333333A333
 - Currency Preference: (empty)
 - Fiscal Year End: (empty)
 - Annual Revenue: (empty)
 - Potential Revenue: (empty)
 - Federal Agency

Buttons: Cancel, Save

2. When you have entered all of your desired information “click” **Save**. This will update your information both under your company’s **Organization** information as well as your company’s **General** information.

This screenshot is identical to the one above, but with a red arrow pointing to the **Save** button in the bottom right corner.

Address Book

Your iSupplier Profile also gives you the functionality to maintain your address details online. You can create, modify and remove multiple addresses. Addresses can include sales offices in different locations, central pay locations, and/or distribution centers. Sandia defines these addresses as vendor sites and requires at least one address for purchase order award and payment purposes. After you enter your address book information, an administrator will be notified and will promptly review the information to decide how to use the details. This is not an automatic process and may take up to a few days for the administrator to approve.

To Manage Address Book Details:

1. On the Profile Management page, “click” **Address Book**. You can select from a list of current addresses if they exist in your company.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Product', 'Admin', 'Finance', 'Intelligence', and 'CertPay'. The 'Profile Management' section is active, with a sidebar containing options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact', 'Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. A red arrow points to 'Address Book'. The main content area displays the 'General' tab for 'ACME Corporation' with fields for 'Organization Name', 'Supplier Number (51036)', 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID', and 'Country of Tax Registration'. Below this are sections for 'Attachments' and 'Search'.

2. The **Address Book** page displays any current addresses you have defined. Edit options include **Update** and **Remove**. To remove any address, “click” the trashcan icon for that entry. To update an address “click” the pencil icon for that entry.

The screenshot shows the 'Address Book' table. It has a 'Create' button at the top left. The table has three columns: 'Address Name', 'Address Details', and 'Country'. A single row is visible with the following data: Address Name: ABQ-1; Address Details: 550 Wiley Way, Albuquerque, NM 87123; Country: United States. To the right of the 'Country' column, there are two buttons: 'Update' (with a pencil icon) and 'Remove' (with a trashcan icon). Red arrows point to these two buttons.

Address Name	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		

To Add a New Address:

1. "Click" **Create**



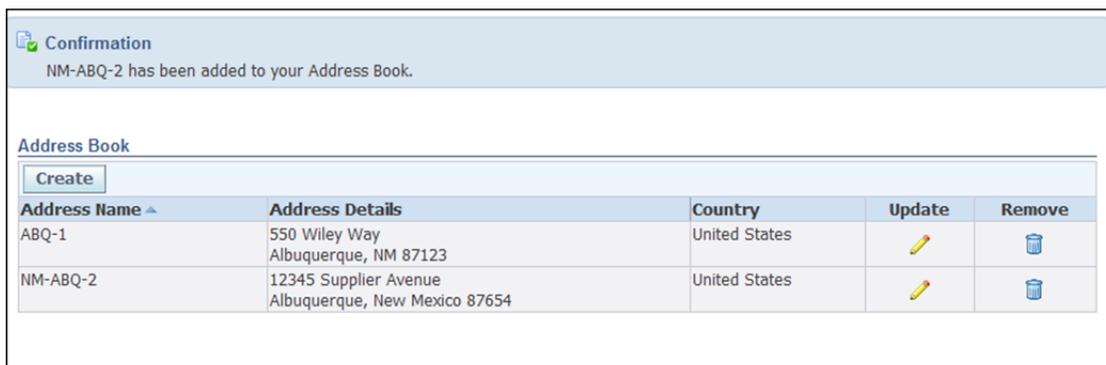
2. On the **Create Address** page, complete the required fields and any additional fields as appropriate. "Select" Save when finished.

The screenshot shows the 'Create Address' form. The form is for 'ACME Corporation' with 'Supplier Number 51036'. The form includes the following fields:

- * Address Name: NM-ABQ-2
- Country: United States
- * Address Line 1: 12345 Supplier Avenue
- Address Line 2:
- Address Line 3:
- Address Line 4:
- * City/Town/Locality: Albuquerque
- County:
- State/Region: New Mexico
- Province:
- * Postal Code: 87654
- Phone Area Code:
- Phone Number:
- Fax Area Code:
- Fax Number:
- Email Address:
- Purchasing Address
- Payment Address
- RFQ Only Address

At the bottom right, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button. A 'Note' field is also present at the bottom of the form.

3. A confirmation screen will show that your address has been added to your Address Book.



Contact Directory

From the Contract Directory page, you can create and modify the information about multiple contacts with your organization who could be dealing with Sandia. You should create contacts who you expect will be involved with selling the company's goods and services. After entering the contact details, you can associate the contact to the appropriate address. Contacts can be linked to as many addresses as relevant. Each contact must be unique, based on the combination of their first name, last name and phone number. Contacts that no longer represent your company can be removed.

From the left side of the Profile Management page, "click" **Contact Directory**. The **Contact Directory** page displays your company's current list of contacts.

The screenshot shows the Sandia National Laboratories iSupplier Portal. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Product', 'Admin', 'Finance', 'Intelligence', and 'CertPay'. The 'Profile Management' section is active, with a sidebar containing links like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Contact Directory' link is highlighted with a red arrow. The main content area shows 'General' information for 'ACME Corporation' with fields for Organization Name, Supplier Number (51036), DUNS Number, Tax Registration Number, Taxpayer ID, Parent Supplier Name, and Parent Supplier Number. Below this is an 'Attachments' section and a 'Search' box with a 'Go' button and a link to 'Show More Search Options'.

To Add a New Contact

1. "Click" Create

The screenshot shows the 'Contact Directory : Active Contacts' page. At the top left, there is a 'Create' button highlighted with a red arrow. Below it is a table with the following columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains three rows of contact information.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			

2. On the **Create Contact** page, complete the required fields and any additional fields as appropriate, “select” **Save** when finished.

Create Contact
 * Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Job Title

Department

Contact Email

Phone Area Code

Phone Number

Phone Extension

Fax Area Code

Fax Number



3. A **Confirmation** will show you that the contact has been added to your Contact Directory.

Confirmation
 Test Supplier has been added to your Contact Directory.

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

To Update or Remove a Contact:

You can update contacts as needed by clicking on the pencil icon. You can remove any obsolete contacts by clicking the trashcan icon. You can view addresses associated with the contact by clicking on the blue square icon.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				



To Associate an Address to a Contact:

1. On the **Contacts Directory** page, “click” the Addresses icon for the contact.

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

2. “Click” **Add Another Row**

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page. Cancel Save

Address Name	Address Details	Remove
No results found.		
Add Another Row		

Cancel Save

3. “Click” the magnifying glass icon

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page. Cancel Save

Address Name	Address Details	Remove
<input type="text"/>		
Add Another Row		

Cancel Save

4. You may search the address database by **Address Name** or **Address Details**. “Select” your search by preference from the drop down Search By menu. Enter either the name of the address you wish to find

or the details of the address you'd like to add. If you are unsure of the exact name, you can enter a “%” before and after your search terms to include all addresses that include your search term. “Click” **Go**.

Search and Select:

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Address Name | %Abq% | Go

Results

Select	Quick Select	Address Name	Address Details
		No search conducted.	

Cancel Select

5. “Select” the address that you would like to associate to the contact then “click” **Select**.

Search and Select:

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Address Name | %Abq% | Go

Results

Select	Quick Select	Address Name	Address Details
<input type="radio"/>		ABQ-1	550 Wiley Way, Albuquerque, NM, NM, US
<input checked="" type="radio"/>		NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US

Cancel Select

6. You will then see the address you just chose show up in the **Address Associations for Contact** page. “Click” **Save**.

Admin: Profile Management: Contact Directory >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel Save

Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	

Add Another Row

Cancel Save

7. You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Contact Directory : Active Contacts									
Create									
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update	
Wiley	Coyote		wiley@acme.com	Current	✓				
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓				
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓				
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending					

To Remove a Contact from an Address:

1. On the Contacts Directory page, “click” the icon under the addresses tab for the contact.
2. Look under **Address Associations for Contact**. If there is an address that you no longer wish to be associated with the contact, “click” the trashcan icon under remove.

Admin: Profile Management: Contact Directory >		
Address Associations for Contact		
The addresses associated with the contact can be maintained in this page.		
Address Name	Address Details	Remove
ABQ-1	550 Wiley Way, Albuquerque, NM, NM, US	
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	
<input type="button" value="Add Another Row"/>		
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

3. You will then see the address taken off of the **Address Associations for Contact**. “Click” **Save**.

Address Associations for Contact		
The addresses associated with the contact can be maintained in this page.		
Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	
<input type="button" value="Add Another Row"/>		
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

4. You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Contact Directory : Active Contacts									
Create									
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update	
Wiley	Coyote		wiley@acme.com	Current	✓				
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓				
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓				
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending					

Business Classifications

Sandia National Laboratories has a regulatory requirement to report accurate and current business status and socioeconomic data through Sandia’s annual contractor recertification process. That means that on an annual basis, you will need to navigate to the business classifications page on your profile and recertify your business classifications.

To Select Business Classifications:

1. From the left of any Profile Management page, “click” the **Business Classifications** link.

The screenshot shows a profile management interface. On the left is a sidebar with a tree view of navigation options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications (highlighted with a red arrow), Product & Services, Banking Details, and Payment & Invoicing. The main content area is titled 'General' and displays information for 'ACME Corporation' with a 'Supplier Number' of '51036'. It also lists fields for 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID', and 'Country of Tax Registration'. Below this is an 'Attachments' section, followed by a 'Search' section with a note that the search is case insensitive, a text input field for 'Title', a 'Go' button, and a link to 'Show More Search Options'.

2. Note: Please read and “check” the certification statement prior to completing this section.

On the Business Classifications page, “click” the **Applicable** box to enable that classification. “Select” arrows or drop down menu to navigate through all business classifications.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - **Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications [Cancel] [Save]

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓ TIP Date format example: 27-Dec-2010
 ✓ TIP At least one entry is required.

Previous 1-15 Next 15

Classification	Applicable	Minority	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

3. “Select” applicable classifications. Enter your Certificate Number, Certifying Agency and Expiration Date when applicable.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - **Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications [Cancel] [Save]

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓ TIP Date format example: 27-Dec-2010
 ✓ TIP At least one entry is required.

Previous 1-15 Next 15

Classification	Applicable	Minority	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

4. When finished, ensure that you have “checked” the box certifying that the information you entered is correct.

The screenshot shows the 'Business Classifications' section of the 'Profile Management' interface. The 'Certification' section contains a notice about U.S.C. 645(D) and a checkbox that is checked, with the text: 'I certify that I have reviewed the classification below and they are current and accurate.' Below this, it shows 'Last Certified 24-Nov-2010 By MISS Sarah SalesLady'. There are also two tips: 'TIP Date format example: 27-Dec-2010' and 'TIP At least one entry is required.' A red arrow points to the checked checkbox.

5. “Select” **Save** when all applicable classifications have been selected.

This screenshot is identical to the previous one, but a red arrow points to the 'Save' button in the top right corner of the 'Business Classifications' section.

6. Once you have saved your classifications, under the certification NOTICE you will see both the date that your company was last certified as well as the user who certified your company.

This screenshot shows the 'Business Classifications' page after saving. The certification checkbox is now unchecked. The text below it reads: 'Last Certified 24-Nov-2010 By MISS Sarah SalesLady'. A red arrow points to the name 'MISS Sarah SalesLady'.

Products and Services

Sandia National Laboratories has a list of categories and subcategories that are used to categorize the products and services that are acquired. This information may be used for source selection and reporting purposes. You can increase your company's visibility by adding to the products and services that your company offers.

To Select Products and Services:

1. On the **Profile Management** page, "click" **Product and Services**

The screenshot shows the Sandia National Laboratories iSupplier Portal. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Product', 'Admin', 'Finance', 'Intelligence', and 'CertPay'. The 'Profile Management' section is active, with a sidebar menu containing 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact', 'Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Product & Services' item is highlighted with a red arrow. The main content area shows 'General' information for 'ACME Corporation' with fields for Organization Name, Supplier Number (51036), DUNS Number, Tax Registration Number, Alias, Taxpayer ID, Parent Supplier Name, and Country of Tax Registration. Below this is an 'Attachments' section with a search box and a 'Go' button. A red arrow points to the search box.

2. To add a new product/service definition, "click" **Add**

The screenshot shows the 'Products and Services' section of the Profile Management page. The sidebar menu is the same as in the previous screenshot, but 'Product & Services' is now selected and highlighted. The main content area shows a table with the following columns: 'Select Code', 'Products and Services', 'Date Added', 'Approval Status', and 'View Sub-Category'. The table currently contains one row with the text 'No results found.' A red arrow points to an 'Add' button located above the table.

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.				

3. On the Add Products and Services page, browse for a required product or service. Use the select arrows or the drop down menu to navigate through all products and services. “Select” your product/service.

Add Products and Services : (ACME Corporation)

Cancel Apply

Browse All Products & Services
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories Applicable
AEROSPACE	AEROSPACE	<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE	<input type="checkbox"/> Applicable
BUILDING	BUILDING	<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS	<input type="checkbox"/> Applicable
COMPUTER	COMPUTER	<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING	<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION	<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS	<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT	<input type="checkbox"/> Applicable
COPIER	COPIER	<input type="checkbox"/> Applicable

Previous 1-10 Next 10

4. “Select” **View Sub Categories** for the Product/Service that has been selected.

Add Products and Services : (ACME Corporation)

Cancel Apply

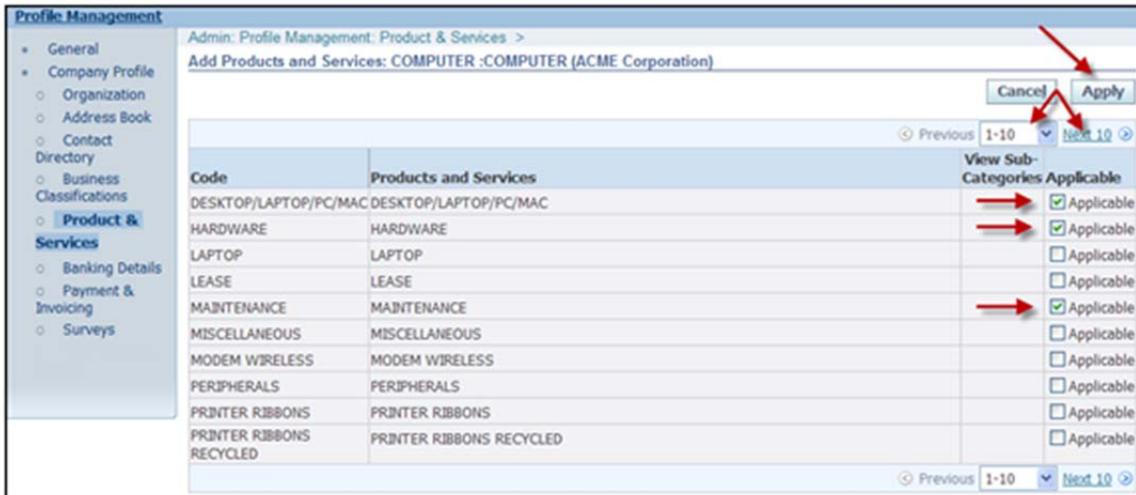
Browse All Products & Services
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories Applicable
AEROSPACE	AEROSPACE	<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE	<input type="checkbox"/> Applicable
BUILDING	BUILDING	<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS	<input type="checkbox"/> Applicable
COMPUTER	COMPUTER	<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING	<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION	<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS	<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT	<input type="checkbox"/> Applicable
COPIER	COPIER	<input type="checkbox"/> Applicable

Previous 1-10 Next 10

5. On the **Add Products and Services** subcategory page, browse for a required subcategory. Use the select arrows or the drop down menu to navigate through the subcategories. “Select” the product/service subcategory and “click” **Apply**.



6. A **Confirmation** screen will show you the Product and Service categories have been added to your profile. “Select” **Return to Products and Services** to view your Products and Services.



7. You will return to the **Products and Services** page where you will see **Pending Approval** under the **Approval Status** tab. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> COMPUTER.DESKTOP/LAPTOP/PC/MAC	COMPUTER.DESKTOP/LAPTOP/PC/MAC	02-Dec-2010	Pending Approval	←
<input type="checkbox"/> COMPUTER.HARDWARE	COMPUTER.HARDWARE	02-Dec-2010	Pending Approval	←
<input type="checkbox"/> COMPUTER.MAINTENANCE	COMPUTER.MAINTENANCE	02-Dec-2010	Pending Approval	←

Payment & Invoicing

In this section of your Company Profile you have the ability to first, specify payment details for your addresses. You then have the ability to track all payments and invoices that your company is involved in as well as keep track of which of your addresses each payment is associated with.

To Search Addresses

1. You may search the address database by **Address Name** or **Address Details**. “Select” your search by preference from the drop down Search By menu. Enter either the name of the address you wish to find or the details of the address you’d like to add. If you are unsure of the exact name, you can enter a “%” before and after your search terms to include all addresses that include your search term. “Click” **Go**.

The screenshot shows the 'Payment and Invoicing' section of the iSupplier Portal. On the left is a 'Profile Management' sidebar with options like General, Company Profile, and Invoicing. The main area has a search section with a text input field containing '%NM%' and a 'Go' button. A red arrow points to the 'Go' button. Below the search section is a 'Preferences' table with columns for Address Name, Address Details, Payment Method, Payment Currency, Invoice Currency, and Notification Method. The table currently shows 'No search conducted.' in the first cell. There are 'Cancel' and 'Save' buttons at the top right and bottom right of the main content area.

2. Once you find the desired address “select” a specific choice from each of the following dropdown menus:

- **Payment Method**—this is your desired method of payment
- **Payment Currency**—this is the currency that you wish to complete payments in. Normally you will choose USD.
- **Invoice Currency**—this is the currency that you wish any invoices to be in.
- **Notification Method**—this is the way that you desire to be notified of any payments or invoices.

Once you have selected a choice for each of the categories you have the option to “click” either **Cancel** or **Save**. “Click” **Cancel** if you wish to cancel your specified **Payment and Invoicing** Details. When you have finished entering in the correct **Payment and Invoicing** Details “click” **Save**.

Payment and Invoicing

Hold all Payments Invoice Amount Limit
 Hold Unmatched Invoices Payment Hold Reason

Search

Note that the search is case insensitive

Address Name: %NM%

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, 87654, United States	Electronic	US Dollar	US Dollar	Email

3. Once you have successfully saved your **Payment and Invoicing** details you will receive a **Confirmation**.

Confirmation ←

The payment and invoice preferences have been saved.

Payment and Invoicing

Hold all Payments Invoice Amount Limit
 Hold Unmatched Invoices Payment Hold Reason

Search

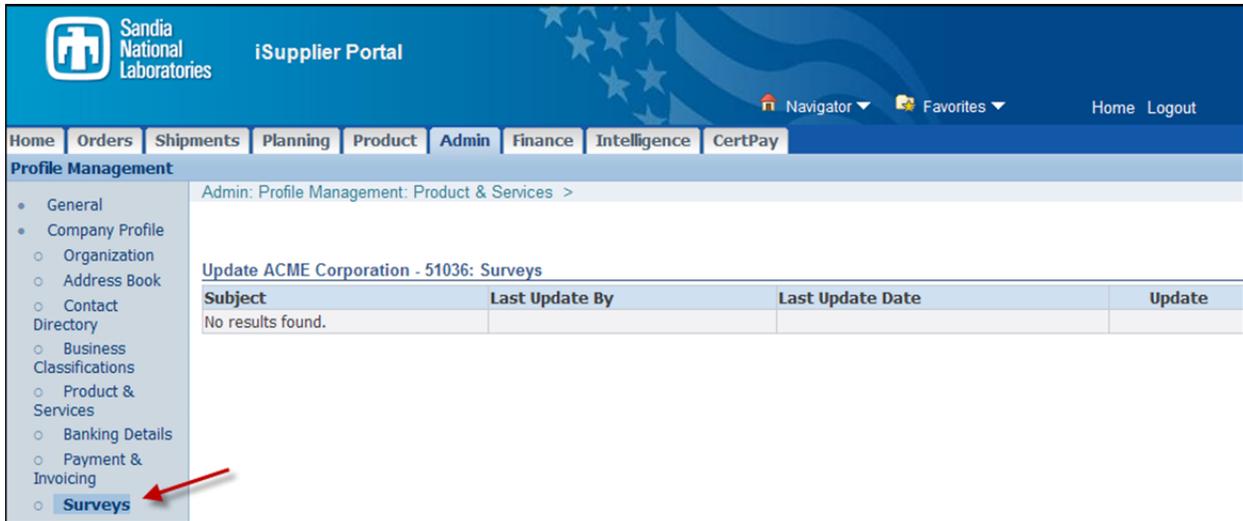
Note that the search is case insensitive

Address Name: %NM%

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, 87654, United States	Electronic	US Dollar	US Dollar	Email

Surveys

Sandia National Laboratories may at certain times wish to send a survey to its suppliers. If you receive an email stating that you have a survey, you will find it under **Surveys** in your **Company Profile**.



The screenshot shows the Sandia National Laboratories iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Product, Admin, Finance, Intelligence, and CertPay. The main content area is titled "Profile Management" and shows a breadcrumb trail: "Admin: Profile Management: Product & Services >". Below this, there is a section for "Update ACME Corporation - 51036: Surveys" with a table that currently displays "No results found." The left-hand navigation menu is expanded to show "Surveys" selected, indicated by a red arrow.

Subject	Last Update By	Last Update Date	Update
No results found.			

For Further Assistance

You have completed the Managing Your iSupplier Profile informational job aid. You now have the tools and knowledge to effectively manage your iSupplier Profile. Should you run into any problems or if you have any questions, please feel free to contact the Supply Chain Help Desk.

Supply Chain Help Desk Contact Information:

Telephone Number: (505) 284-4743